

DOE FEMP TRAINING

Summary

December 10, 2009

Project Overview

In the first half of 2010, FEMP will produce the “First Thursday” Seminars, a series of six 90-minute educational modules aimed at educating federal energy managers about emerging topics in energy efficiency, renewable energy, water conservation, and greenhouse gas reductions. *First Thursday* Seminars will be made available to energy managers and other federal employees in multiple ways, including via live downlink to federal sites through the Government Education and Technology Network (GETN), live streaming web video, and archived on-demand web video.

Satellite Broadcast Format

The Studio at the University of Tennessee at Knoxville (UTK) will host live taping and production for all *First Thursday* Seminars. Satellite technology will be utilized to virtually connect a moderator and primary content expert at UTK with an identified expert at a DOE National Lab and FEMP Headquarters for live Q&A sessions.

Streaming video will be recorded and broadcast directly through the University of Tennessee’s Internet connection system. Participants will be directed to enable Javascript and cookies, close other running applications, and suspend their screensavers. They will also be encouraged to contact their IT Helpdesk in advance to determine if there are potential issues with firewalls and bandwidth allocation. Technological requirements for those connecting through a home or wireless connection will be clearly stated on the training module homepage.



Training Matrix

Each *First Thursday* Seminar will open with a pre-recorded welcome video by Richard Kidd. Seminars will offer presentations and panel discussions by content experts with a focus towards educating federal energy managers about critical issues, new requirements, and best practices.

Date	Topic	Expert broadcast from UTK	FEMP Expert from DOE HQ	Lab Expert from the Field
Feb 4	Executive Order 13514	Leslie Gillespie-Marthaler *	Chris Tremper Matt Gray	TBD
Mar 4	Energy 101	Linda Mesaros*	Joe Konrade	TBD
Apr 1	Water Efficiency Strategic Planning and Implementation	Kate McMordie Stoughton*	Will Lintner	TBD
May 6	Greenhouse Gas Accounting & Reporting	Dr. Rachael Jonassen*	Matt Gray	John Nangle (NREL)
Jun 3	Advanced Metering Requirements	Greg Palko* (ORNL)	Ab Ream	TBD
Jul 1	Operations & Maintenance and Commissioning	Ray Pugh*	Ab Ream	Ed St. Germaine

* confirmed

Executive Order 13514; Federal Leadership in Environmental, Energy, and Economic Performance
An overview of definitions, baseline measurements, and other requirements outlined by the new Executive Order.

Energy 101

An introduction to energy efficiency, renewable energy, water conservation, and other Federal energy management basics.

Water Efficiency Strategic Planning and Implementation

An overview of water efficiency requirements, with a focus on auditing, leak detection, landscape practices, and indoor technologies.

Federal Greenhouse Gas Accounting and Reporting

Updates on new greenhouse regulatory requirements and FEMP-developed Guidance, as well as strategies, models, and technological tools to measure greenhouse gas emissions.

Advanced Metering Requirements & Best Practices

Outlines fast-approaching Federal metering requirements, technologies, and best practices to help agencies implement, measure, and monitor their progress.

Operations & Maintenance

An overview of O&M best practices with a focus on corrective, preventive, and predictive infrastructure requirements, and commissioning for existing buildings.

Family of Products

A uniform set of introductory, preparatory, and evaluation materials will complement each *First Thursday* Seminar. Preparatory materials will be made available online through the forthcoming FEMP Database Course Catalogue one month in advance of each seminar.

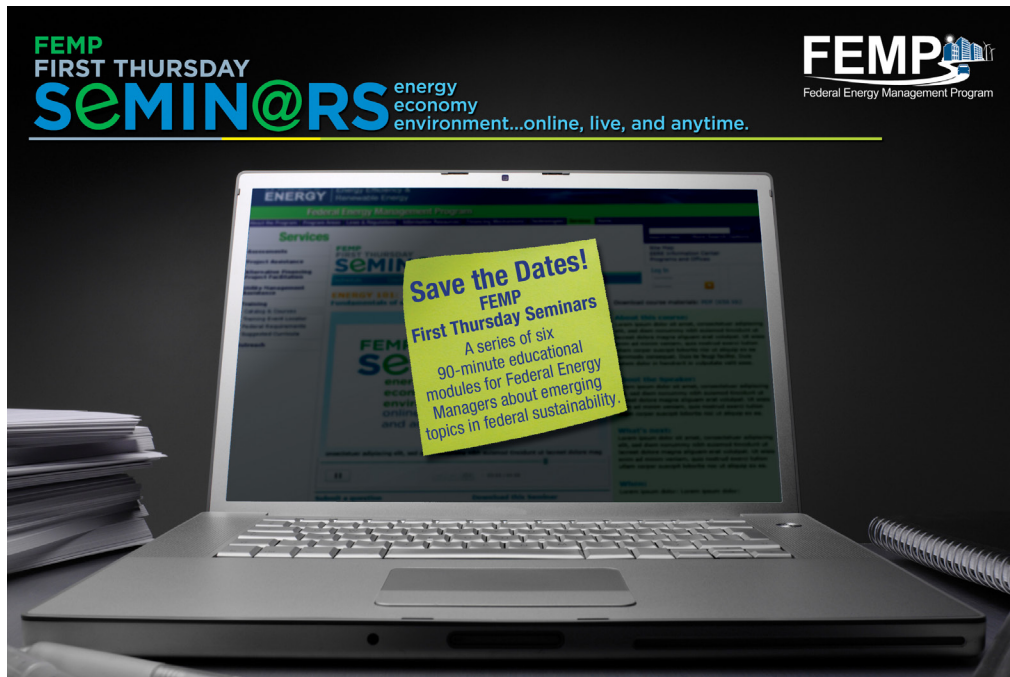
1. **Course description:** Provides the learner with a brief description of the course, course objectives, course format, instructor background, length of course, and how to get more detailed information.
2. **Learner Objectives:** Describes the desired learning outcomes for participants in terms of knowledge and skills.
3. **“Getting Ready to Learn” pre-course materials:** Prepares the learner for the course through an optional short activity or reading assignment.
3. **Learner Guide:** Guides the learner through the actual course, providing learning objectives, handouts, slides, graphics, etc. The Guide can be printed for future reference.
4. **Facilitator Guide:** Offers guidance concerning registration and provides for follow up discussion when the training is delivered via satellite to multiple individuals in a class room or conference room.
5. **“Check Your Learning” test:** A short multiple choice test to reinforce learning and give feedback on the learner’s comprehension of the material. The learner will receive feedback on incorrect answers.
6. **Certificate of Completion:** Completion of the “Check your Learning” test with an 80% comprehension rate will result in a “Course Completion Certificate.”
7. **Reaction Survey:** Obtains learner feedback on the usefulness of the training, the instructor, materials, activities, and overall usefulness of the course. This information is used to improve future deliveries of the training.
8. **On the Job Performance Survey:** Prompts participants to answer questions about the outcomes of their participation in the training.

Marketing Schedule

- | | |
|---------------|---|
| Dec. 15, 2009 | Send a Save-the-Date Announcements to members of the FEMP Central mailing list. |
| Dec. 15, 2009 | Launch webpage for the February 2010 Seminar on the FEMP Course Catalogue. Content will include the course description, main content expert biography, and a link to online registration. |
| Jan. 4, 2010 | Add preparatory materials to the February 2010 Seminar Course Catalogue webpage. |

Save-the-Date Announcement sample

A one-time mailing of Save-the-Date postcards will be sent to federal agency employees. Postcards will feature a bold graphic on one side and series' information, including the date and topic for each Seminar, on the back. Minimum computer requirements for connecting online with the Seminars will be included, as well.



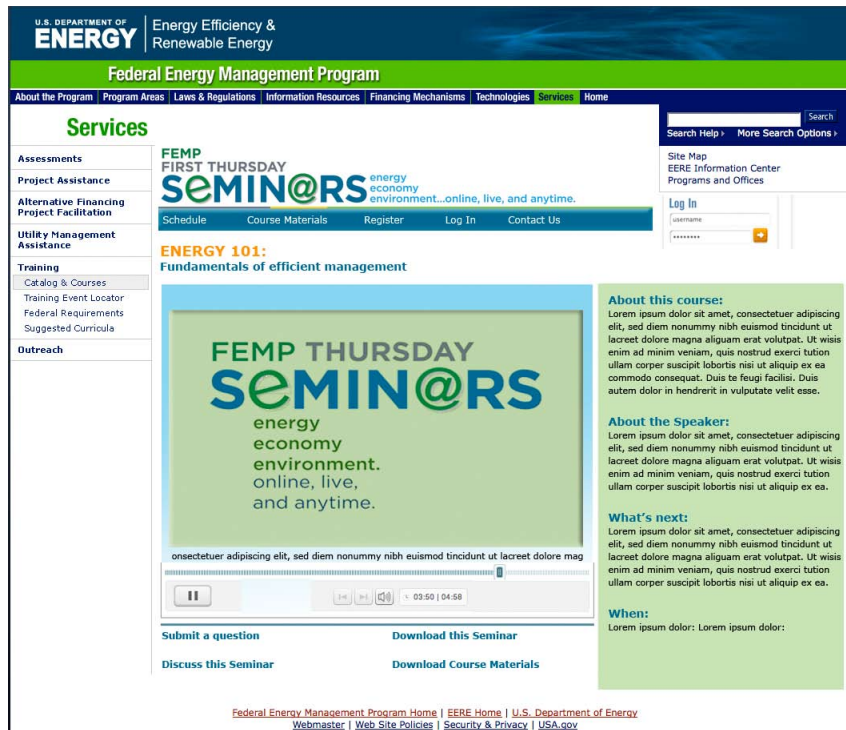
Main Training Page

A custom web page will introduce federal employees to *First Thursday* Seminars, as well as offer direct access to the Course Catalog, Events Calendar, and registration on the FEMP Database.



Course Delivery Web Page

A streaming video skin will visually unify the *First Thursday* Seminar series, and present related information and materials in an intuitive, convenient way.



For more information, contact:

Carl D. Costello
Greening America
P.O. Box 6972
Falls Church, VA 22040
703-241-9030
Carl.Costello@greeningamerica.org

Richard M. (Mike) McAfee
Applied Management Associates
206 Tionesta Drive
Jacksboro, TN 37757
423-562-2283
rmmcafee@comcast.net